

# TRANSFERABLE SKILLS

## Building and Articulating Transferable Skills

It is important to build a diverse skill set to become a valuable and accomplished professional as you enter your field. Additionally, it's essential to convey what skills you've acquired and how you've developed them.

Use this guide to articulate and enhance your skill-building, and to generate ideas for skill growth.



### Creativity and Innovation

The ability to think outside the box to generate ideas that explore unconventional ideas and solutions.

- Dedicate time to cultivate and foster creative and design thinking.
- Clearly define the challenges to maintain focus and guide problem-solving efforts effectively.
- Form a diverse team to gather insights and refine ideas effectively.



### Analytical and Decision-making

The ability to use logic, reasoning, and critical thinking to draw conclusions and make informed decisions.

- Collect and analyze information from diverse sources to fully grasp the problem at hand.
- Anticipate needs and prioritize actions in advance for efficient decision-making and problem-solving.
- Clearly communicate actions and rationale, considering diverse stakeholder perspectives.



### Empathy

The ability to see another person's situation and perspective to understand their position.

- Practice active listening, asking questions to understand and encourage diverse perspectives.
- Listen openly, setting aside biases and refraining from offering unsolicited opinions or advice.
- Acknowledge and validate a speaker's emotions, sharing similar experiences without redirecting the focus, offering perspective and lessons learned.



### Equity and Inclusion

The ability to appreciate diverse social identities while championing access, equity, and a sense of belonging for every individual.

- Actively seek and utilize feedback from individuals representing various cultural perspectives to facilitate more equitable decision-making.
- Advocate for inclusive practices and initiatives aimed at supporting marginalized communities.
- Engage in global and cross-cultural interactions to broaden your perspective and worldview.



### Leadership and Initiative

The ability to engage others toward achieving common goals, managing emotions, overcoming obstacles and adversity, and completing tasks.

- Provide clear vision, direction, and support to align team efforts with goals and objectives.
- Encourage the development and facilitation of innovative ideas to tackle complex problems effectively.
- Confidently take calculated risks and make tough decisions to drive progress and overcome challenges.



### Organization and Detail Orientation

The ability to focus on and prioritize tasks and utilize time and energy efficiently to thoroughly accomplish goals and tasks.

- Manage workload, timelines, and goals efficiently by identifying, prioritizing, and categorizing tasks and information.
- Deconstruct large projects into smaller tasks, establish completion timelines, and include breaks to sustain focus.
- Establish a habit of reviewing, proofreading, and verifying the accuracy of documents and reports.



## Problem-solving

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The ability to evaluate problems using knowledge, facts, and data to ideate possible solutions to make logical decisions.

- Define problems thoroughly from different angles to gain a comprehensive understanding.
- Engage others in the problem-solving process to generate a wider range of ideas and solutions.
- Conduct research, benchmarking, and strategizing to outline innovative approaches and solutions.



## Professionalism and Work Ethic

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The ability to consistently commit to a high standard, be a self-starter, follow through on tasks, and maintain a positive outlook.

- Commit to personal excellence by striving to achieve high standards for performance and outcomes.
- Cultivate a positive and open mindset when facing challenges and managing attitude, emotions, and overall well-being.
- Take responsibility for personal learning and development needs, ownership of decisions, and diligent time management and self-care.



## Resourcefulness and Adaptability

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The ability to be nimble and quickly respond to changing trends and industry and organizational shifts.

- Develop the ability to quickly adapt strategies and change direction as necessary.
- Maintain a balance between self-reflection and self-belief to foster motivation and growth mindset.
- Stay aware of environmental changes and seek ways to acquire skills that enhance your value proposition.



## Teamwork and Collaboration

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The ability to build relationships and work well with others to achieve common goals and objectives.

- Be open to new ideas and solutions and actively listen to understand others' perspectives.
- Support and recognize team contributions, collaborate, and compromise effectively to solve problems and find realistic solutions.
- Foster a harmonious workplace environment by conveying belonging, humor, and goodwill.



## Technology

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The ability to learn and leverage new and emerging technologies efficiently to help solve problems, complete tasks, and accomplish goals.

- Continually seek certifications and training around new technologies that elevate your skill level.
- Subscribe to technology thought leaders in your industry to stay up to date on new trends.
- Seek mentorship and feedback from colleagues to gain valuable insight and grow professionally.



## Communication

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The ability to articulate and express thoughts and ideas effectively to inform, instruct, persuade, and tailor communication to multiple audiences.

- Ensure key points, themes, and thoughts are organized for easy understanding by the reader.
- Break content into digestible sections using bullet points, headers, and paragraphs to enhance readability.
- Maintain professionalism in communication by using a respectful tone and proofreading content for punctuation, spelling, and grammar errors to ensure quality.